

TOWN OF NEWINGTON

2014 ANNUAL INCOME AND EXPENSE REPORT

April 15, 2015

RE: Reporting 2014 Income and Expenses

Dear Property Owner:

Connecticut General Statute 12-63c requires all owners of **rental income real property** to annually file the enclosed Income and Expense form. Any information submitted related to the actual rental and operating expenses of your property is confidential and **not** subject to the provisions of Section 1-19 (Freedom of Information) of the Connecticut General Statutes.

Please complete the enclosed forms and return them to our office **on or before June 1, 2015**. In accordance with Connecticut General Statute Section 12-63c(d), *any owner of rental real property who fails to file this form or files an incomplete or false form with intent to defraud shall be subject to a penalty assessment equal to a ten percent (10%) increase in the assessed value of such property.*

If you need additional forms they are available on our webpage www.newingtonct.gov/assessors; or call our office to have them mailed or emailed to you. If you have any questions regarding the completion of these forms, please call our office at (860) 665-8530. After you have mailed your forms if you would like to confirm that we have received them, you may call our office or contact Rick Wall at: rwall@newingtonct.gov.

Thank you for your cooperation.

Sincerely,

S. Steven Juda
Town Assessor

TOWN OF NEWINGTON

2014 ANNUAL INCOME AND EXPENSE REPORT

INSTRUCTIONS

**TO AVOID A PENALTY RETURN
COMPLETED FORMS NOT LATER THAN
JUNE 1, 2015**

RETURN TO:
Assessor's Office
131 Cedar Street, Newington, CT 06111
Tell: (860) 665-8530 / Fax: (860) 665-8531
Email: rwall@newingtonct.gov

In accordance with Section 12-63c (d), of the Connecticut General Statutes, as amended, any owner of rental real property who fails to file this form *or files an incomplete or false form with intent to defraud*, shall be subject to a penalty assessment equal to a TEN PERCENT (10%) INCREASE in the assessed value of such property.

WHO MUST FILE: All owners of properties that are rented or leased, including commercial, retail, industrial and residential properties (apartments), except "*such property used for residential purposes, containing not more than six dwelling units and in which the owner resides*" must complete this form.

HOW TO FILE: Report income and expense information for the 2014 calendar year. Clearly identify the name of the property (if appropriate) and the address on the forms. **Do not combine more than one property on a form.** Individual properties require a separate form be submitted. A computer printout is acceptable for Schedule B, *as long as all of required information is included.* **IRS Forms: Schedule E, 8825, 1120, or copies of audited returns prepared for the year 2014** may be substituted in place of the enclosed forms. **A complete tenant roster (Schedule B must be included with any filing.** Complete the **Verification of Purchase Price** section *if* the property was acquired or refinanced in the past three years. Do not report income (earnings) related to a business.

DEFINITIONS: **ESC/CAM/OVERAGE:** (Check if applicable). **Escalation:** The amount, in dollars, of adjustment to base rent either pre-set or tied to the inflation index. **CAM:** Income received from common area charges to tenant for common area maintenance, or other income received for the common area property. **Overage:** Additional fee of rental income. This is usually based on a percent of sales or income. **Parking:** Indicate number of parking spaces and any annual rent paid by each tenant. Include spaces or areas leased or rented to a tenant as a concession. **Units/space rented twice:** Those units rented for daylight hours to one tenant and another for evening hours, should be reported under each tenant's name. **Option Provisions/base rent increase:** Indicate the percentage or increment and time period. **Interior finish/build-out:** Indicate whether it was completed by the owner or the tenant and the cost.

PARTIAL YEAR REPORTING: If the property was recently acquired and you do not have a full year calendar year of income and expenses, then report what you do know including completing the list of tenants and rental information.

OWNER OCCUPIED PROPERTIES: If your property is **100% owner-occupied and no rental income is generated**, simply sign and date the last page with the notation "100% owner-occupied; no income generated" and this entire return it to our office.

AVOID PENALTY - RETURN FORMS BEFORE JUNE 1, 2015